

IT Cost Report Frequently Asked Questions

Per Technology Letter (TL) 17-01, all Agencies/state entities shall submit a summary of actual and projected information technology, telecommunications and information security costs for the immediately preceding fiscal year and current fiscal year. The summary must include current expenses and projected expenses for the current fiscal year in order to capture statewide information technology expenditures, including the expenditure of federal grant funds for information security purposes.

1. Q: How do we report infrastructure or services that are only partially utilized for security purposes? For example, a firewall or switch that has security features but has other purposes. Do I report this as Hardware or the sub-category Hardware, IT Security?

A: If the primary purpose of the purchase is for security, then report the cost as Hardware, IT Security. If not, then report the expense under Hardware.

2. Q: What types of costs should be reported as Network, IT Security?

A: Report under Network, IT Security, any devices whose primary purpose is to protect computers and computer networks from attack and infiltration. Typical costs may include firewalls, Next Generation Firewalls (NGFW), Host-based Intrusion Detection Systems (HIDS) and Host-based Intrusion Prevention Systems (HIPS), Virtual Private Networking (VPN), Hardware Security Modules (HSM) Proxy Servers, and Unified Threat Management (UTM).

3. Q: Our Agency/state entity provides the infrastructure and network security and/or hosts systems for other Agencies/state entities. How do I report IT Security costs if some of the costs incurred are for the benefit of other state entities or are shared with other state entities?

A: For the 2015/2016 IT Cost Report, identify those costs that you incur whether for the direct benefit of your Agency/state entity and/or for other state entities that you provide services to. Note in the comments section the Agency/state entities who receive security services through those expenditures. This will be further refined in future year's reporting.

4. Q: How do I calculate the Personnel Year (PY) number for IT Security? Many staff within our IT organization perform duties that have a security component.

A: For IT Security PY, report only staff whose primary responsibilities are IT Security. Per SIMM 55 fractional units may be provided.

IT Cost Report Frequently Asked Questions

5. Q: What is the difference between IT Security Contractor Personnel, IT Security Services and IT Security Consulting?

A: IT Security Contractor costs are for contractors who are on-site performing security related duties as their primary duties. These may include network monitoring, security hardware maintenance, patching or other security related duties. IT Security Services are costs for outsourced services such as remote or subscription based monitoring, remote management of firewalls and advisory services that analyze and improve security strategy and operations. Report the cost of independent security assessments and information security audits in IT Security Services. IT Security Consulting costs include consulting services used for purposes such as developing a departmental security plan or consulting to develop security technology strategies and implementation.

6. Q: If the security costs are incurred this Fiscal Year (FY) but are for a multiple year lease, license or maintenance, for example, do I report all of the costs in the year they were paid or do I pro-rate and report only a portion of the expense for the term of the lease, license or maintenance?

A: Report the entire cost in the year that the costs were incurred. Make a note in the comments that it is a multi-year expense and note the number of years that it covers.

7. Q: Should mobile phone hardware, accessories and usage plan costs be included in #7 Mobile Phones?

A: Yes, per the instructions in [SIMM 55](#), Agency/state entities should report the total number and costs associated with mobile phones and their respective data, internet and other usage plans.

8. Q: Should all devices that connect to a cellular network, for example Jetpacks (WIFI hotspots) and tablets, be included in #7 Mobile Phones?

A: No, the requirement to report Mobile Phones in the IT Cost Report only applies to devices that meet the definition of a Mobile Phone as identified in [SIMM 55](#). Mobile computing devices with the capability to connect to a cellular network, such as wireless hotspots and tablets, do not necessarily meet this definition and should not be included in the "Mobile Phone" line item of the IT Cost Report. Only the costs associated to mobile phones that access the cellular network for voice and data and comply with the definition of a mobile phone should be included in this line item.